

PASSPORT APPLICATION WALK THROUGH

MCBH KANE OHE BAY HI

TRAFFIC MANAGEMENT OFFICE

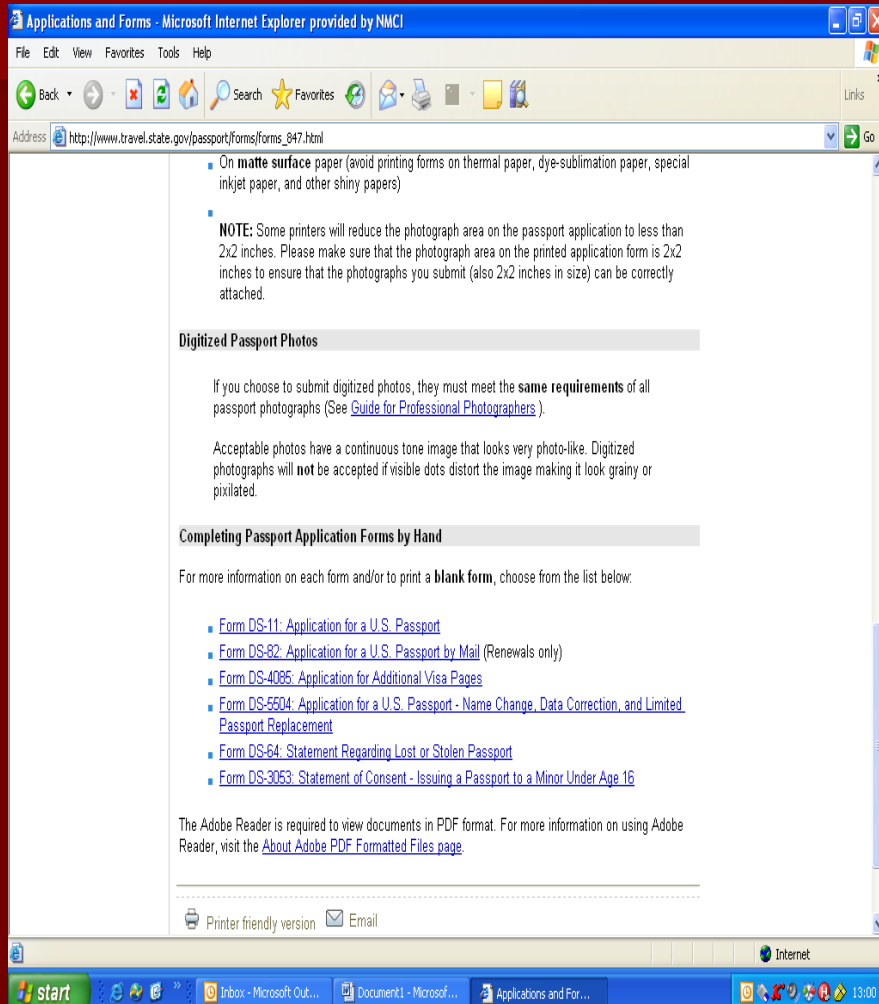
Front Desk Help: (808) 257-3566

Step 1:



- Log-in on to this Website <http://www.travel.state.gov>
- Under Passports for U.S. Citizens, select Applications and Forms.
- If you already have an account, click on to **DPS Login** to get started.

Step 2:



- Scroll all the way down to the bottom of the page.
- Select DS-11 for New No Fee Government Passport

Step 3:

Application for Passport: DS 11 - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Address http://www.travel.state.gov/passport/forms/ds11/ds11_842.html

Apply for a U.S. Passport

Renew Your U.S. Passport

Passport Fees

Passport Applications and Forms

Already Applied for a Passport? Check Status Online

Correcting or Changing Information in Your Passport

Reporting a Lost or Stolen Passport

Passport Policy and Announcements

Contact Us

FAQs

About Passport Services

- You have **never** been issued a U.S. passport **or**
- You are **under age 16** **or**
- You were **under age 16** when your **previous passport was issued** **or**
- Your most recent U.S. passport was **issued more than 15 years ago** **or**
- Your most recent U.S. passport was **lost or stolen** **or**
- Your name has changed since your previous U.S. passport was issued and you are **unable** to **legally document your name change**

STOP If the above statements **do not** apply to you, you may be eligible to **apply for a U.S. passport by mail!** For more information, see [How to Renew Your U.S. Passport](#).

STEPS TO SUBMITTING FORM DS-11:

STEP 1: Complete and Print Form

DO NOT SIGN Form DS-11 until you are instructed to do so at the Acceptance Facility.

- If **completing Form DS-11 online**, make sure that all of the entered information is complete and correct before printing. Print the completed form using black ink on one-sided pages.
- If **completing Form DS-11 by hand**, do so legibly and in black ink. Make sure that all of the entered information is complete and correct. Illegible applications may delay application

[COMPLETE FORM DS-11 ONLINE](#)

- Select Complete Form DS-11 Online
- Check and Submit

Step 4:


Passport and Visa Pages Application System - Microsoft Internet Explorer provided by NMCI

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Links

Address <https://pptform.state.gov/FraudAbuseNotice.aspx?Submit2=COMPLETE+FORM+DS-11+ONLINE> Go

What are you applying for today?



Apply for a Passport Book

Select this option if:


[How much does it cost?](#)

- You're a first time passport book applicant

[How long does it take?](#)

- You're renewing your existing passport book
- Your passport book is lost or was stolen and you need a replacement
- The data in your passport book is not correct or has changed

Continue




Apply for a Passport Card

Select this option if:

[Need More Information about Passport Cards?](#)

- You're a first time passport card applicant
- You're renewing your existing passport card
- Your passport card is lost or was stolen and you need a replacement
- The data in your passport card is not correct or has changed

Continue



Add Visa pages to your Passport

Select this option if:

[Need More Information about Visa Pages?](#)

- You have a valid passport and you are running out of blank Visa Pages.

Continue

Apply for a Passport Book and a Passport Card

Continue

start | Internet | 13:02

- Apply for Passport Book Only, Not Card.

- Fill out your data and click on next

- Fill out your data and click on next

Step 6:

The screenshot shows a Microsoft Internet Explorer window titled "TravelPlans - Microsoft Internet Explorer provided by NMCI". The address bar displays a URL from the State Department's passport application system. The page header features the U.S. Department of State logo and the text "Online Passport Application" and "TRAVEL.STATE.GOV". Below the header, there is a link to "Need help with this Site?". The main section is titled "Travel Plans" and contains three input fields: "Date Of Your Trip?" with the value "01/01/2010", "Length Of Trip?" with the value "2 WEEKS", and "Countries To Be Visited?" with the value "THAILAND MUST MATCH 1056". Each field has a help icon. Below these fields are two buttons: "<< Previous" and "Next >>". At the bottom of the form area, there is a note: "To report technical problems with this web site, please email us at passportweb@state.gov". The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox - Microsoft O...", "Document1 - Micros...", "Application for Pass...", and "TravelPlans - Micros...". The system clock shows "13:10".

- Input your travel plans

***** These three items must match the DD Form 1056 blocks 11,14 and 15 Exactly. Also the letter in lieu of orders and expedite letter.**

Step 7:

The screenshot shows the 'Passport and Visa Pages Application System' running in Microsoft Internet Explorer. The browser's address bar displays a URL from the state.gov domain. The webpage header features the U.S. Department of State logo and the text 'Online Passport Application' and 'TRAVEL.STATE.GOV'. Below the header, a section titled 'Your Most Recent Passport' contains the question 'Do you currently have any of the following?'. There are four radio button options: 'Passport Book', 'Passport Card', 'Both', and 'None'. The 'Passport Book' option is selected. At the bottom of this section are two buttons: '<< Previous' and 'Next >>'. A footer note provides an email address for technical problems: passportweb@state.gov. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Inbox - Microsoft O...', 'Document1 - Micros...', 'Application for Pass...', and 'Passport and Visa P...'. The system clock in the bottom right corner shows '13:12'.

- If you are using another passport as proof of citizenship, select Passport Book,
- Otherwise, select None.

Step 8:

The screenshot shows a web browser window titled "Passport and Visa Pages Application System - Microsoft Internet Explorer provided by NMCI". The address bar shows a URL from "ppfform.state.gov". The form itself is titled "Passport and Visa Pages Application System" and contains the following sections:

- Have you been issued any of the following? ***
 - ☒ Passport Book
 - ☐ Passport Card
 - ☐ Both
 - ☐ None
- Passport Book**
 - Do you still have the book in your possession? ***
 - ☐ Yes
 - ☐ No, it was Lost
 - ☐ No, it has been Stolen
 - ☐ No, it was Damaged or Mutilated
 - ☐ Other...
 - NOTE! By selecting Yes you will be required to submit your book with your application.
- The date your most recent passport book was issued:**
- Your name as listed on your most recent book:**
 - First and Middle Name:**
 - Last Name:**
 - Book number:**

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, Your feder..., Screen How..., Passport Ap..., Passport an...), and the system clock showing 9:56.

- **Select Other, type in RETAIN. Fill in the requested info from the passport you are providing for proof of citizenship.**
- **(NOTE: if you select anything besides other, it will kick you over to the DS-82 , Passport Renewal Application)**

Step 9:

Summary of Fees

Travel Document For SHEILA MAE BURKHOLDER MS

Passport Book Fee:	\$60
Execution Fee:	\$25

Passport Book

Delivery Options

☒ Priority Mail (FREE): \$0

☐ Overnight (\$14.96):

Additional Options

☒ Expedite (\$60): \$60

☐ File Search (\$60):

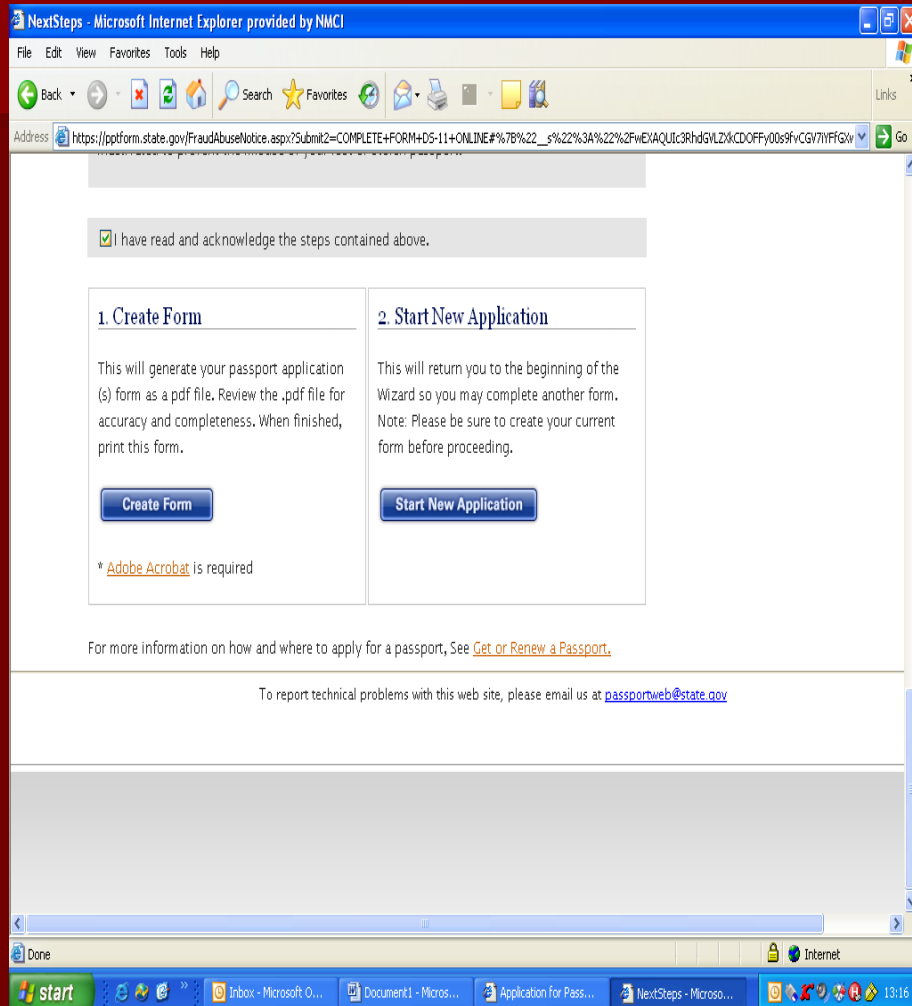
Total Cost For SHEILA MAE BURKHOLDER MS: \$145.00

No Fee Exceptions: If you are eligible for a no fee passport, please contact your agency or military branch travel coordinator.

<< Previous Submit

- If you do not know your parent's birth date, at least try and fill in Place of Birth.
- Select Passport Book Fee. Than submit. Do not worry about fees.

Step 10:



- Scroll to the bottom of the page.
- Check box and Create Form.